

Apprenticeships

Find your inner Superhero

Trade Supplier



Overview

The Trade Supplier Apprenticeship is great for individuals entering or working in a trade business environment. This may include sales, purchasing, account management, and logistics. Typically, a Trade Supplier will operate a small warehouse and trade counter, which is visited regularly by trade customers. The Trade Supplier will gain technical knowledge about what the trade professionals are buying in a variety of sectors— such as electrical, plumbing, joinery and general building suppliers.

They will be dealing with customer sales at the trade counter and over the telephone, and will understand incoming deliveries, stock control and despatch.

Trade suppliers will be familiar with processing customer orders and taking delivery of goods and the basic administration related to these functions. A key element of their role will be to have technical knowledge of the products and services offered, together with the bespoke systems and equipment used in the business.

Modules Include:

- The Organisation
- The Specialist Trade Customer Profile of the Business
- Trade Counter and Telesales Services
- The Key Principles of Warehousing and Stock Control
- The Technologies that are appropriate to the Role
- Legislative responsibilities relating to the business, products and /or services being sold
- How personal responsibilities and performance contribute to the success of the team

These modules are all underpinned by a set of behaviours



Length of Programme:
12 to 18 Months

Benefits:

- Stepping stone to a career in retail trade
- Knowledge Builder – helps understanding the knowledge and skills required to work successfully within Trade Supply
- Earn as you learn
- Government Recognised Qualification - equivalent to GCSEs



End Point Assessment:

End Point Assessment (or EPA as it's known) has been created to assess the knowledge, skills and behaviours gained throughout the qualification. EPA is conducted by an external independent body chosen by the employer. EPA offers the chance to showcase your skills and be awarded a grade that reflects your performance. For this qualification the EPA consists of the following:

- 1-hour Knowledge Test (a mix of questions—multiple choice and short answer structured questions)
- A real-Life practical observation (this will take place in your place of work and will last for 3 hours)
- 1-hour Professional Discussion with the awarding body assessor